

CITY OF EAU CLAIRE

JOB DESCRIPTION

DEPARTMENT: Public Works

TITLE: Part-time Custodian

DIVISION: Buildings & Grounds

REPORTS TO: Building Services
Supervisor

DATE: January 2001

GENERAL FUNCTION

Under immediate supervision, performs routine manual work in the maintenance and upkeep of public buildings and grounds.

POSITION SCOPE

Buildings and Grounds, one of four sections of the Operations Division in the Public Works Department, is concerned with providing efficient custodial services in and around public buildings. Responsibilities require minor maintenance, custodial duties and security. Incumbents work on an assigned shift and receive verbal or written instructions. Work is subject to inspection during progress and on completion. Personal contact is generally limited to immediate supervisor or general public.

ESSENTIAL FUNCTIONS

Performs custodial activities such as: vacuums carpeting, sweeps, mops, scrubs, washes walls, windows and woodwork, dusts, polishes, arranges and moves furniture and equipment, cleans restrooms and replenishes supplies.

Performs a limited amount of maintenance, changes ceiling tile, replaces light bulbs, cleans fixtures.

Inspects interior and exterior of building for vandalism, records any vandalism occurrences and reports all contacts with general public which may prevent possible vandalism.

Maintains grounds, removes rubbish, and removes snow and ice from walks and entrances. Operates lawn mowers, snowblowers and trimmers. Loads and unloads pick-up and delivery vehicles.

NON-ESSENTIAL FUNCTIONS

Performs related duties as required.

SUPERVISION/DIRECTION RECEIVED

Buildings Services Supervisor

SUPERVISION/DIRECTION EXERCISED

None